[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

To

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope you had a great weekend.

Many congratulations to you on receiving the promotion. You have been promoted to the post of the senior executive. Your hardworking nature has made you eligible for the job. It is your dedication which has helped paved ways for advancement.

For your new job, you will not be given any prior training, but Mr. Smith will assist you in your initial days so that if any issue arises we can resolve it. Wish you the best of luck.

Sincerely,

[Your Name]

[Title]

cc: [Manager’s Name]